

Schedule A to Staff Report 2019-0252

Chief Administrative Officer (CAO) Recruitment and Performance Evaluation Committee

Terms of Reference

1. Purpose

The Chief Administrative Officer (CAO) Recruitment and Performance Evaluation Committee Terms of Reference are the guiding document for the governance of the Committee. The purpose of the Terms is to clarify the role of the CAO Recruitment and Performance Evaluation Committee.

2. Enabling Legislation

The Town's Procedural By-law provides that Council may at any time as is deemed necessary to establish a Committee for matters within its jurisdiction.

The Chief Administrative Officer (CAO) Recruitment and Performance Evaluation Committee is established through the adoption of resolution 2019-XX.

3. Mandate

The mandate of the CAO Recruitment and Performance Committee includes:

3.1 For Recruitment of CAO:

- a) Ensure that the Town of Caledon undertakes appropriate measures to recruit and recommend the selection of CAOs to Council when the CAO position becomes vacant
- b) Confirm the position profile and job description as the basis for the recruitment process;
- c) Direct the Manager, Human Resources in relation to the recruitment of the CAO, who will:
 - o target, source and screen candidates;
 - o receive and assess candidate resumes/applications;
 - o prepare and review short listed candidate profiles with the Committee;
 - o recommend candidates to Committee for interview
 - o draft interview questions for the Committee's consideration
 - o conduct personal assessments and referencing.
- d) Recommend to Council a candidate(s) for the CAO position. Committee's recommendation may include a final interview with the recommended candidate(s) by Town Council as part of the selection process.

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3.2 For the Annual Performance Review of the CAO:

- a) Review and approve the procedure for evaluating the performance of the CAO;
- b) Annually meet with the CAO to set performance objectives;
- c) Annually monitor and review the performance of the CAO and make related recommendations to Council.

4. Deliverables

The Committee will accomplish its mandate by:

1. Providing advice and recommendations to Council with respect to the recruitment, and selection of the CAO.
2. Providing advice and recommendations to Council with respect to the annual performance, including the setting of performance objectives, of the CAO.
3. Providing advice and recommendations to Council with respect to any special project or issue as requested by Council.

5. Timeframe

This will be an on-going Committee until dissolved by resolution of Council.

6. Type of Committee

Standing Committee

7. Authority

The CAO Recruitment and Performance Evaluation Committee has the authority to direct the Manager, Human Resources in relation to the Committee's mandate. In addition, the Committee may, upon consultation with the Manager, Human Resources, retain the services of outside, consulting, legal counsel and human resources professionals.

This Committee is established by Council and reports to Council.

8. Composition

The CAO Recruitment and Performance Evaluation Committee will be comprised of all the Mayor and at least one Council member from each of the Town's Wards.

A Members' term on the Committee shall be concurrent with the Term of Council or until a successor is appointed.

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9. Roles and Responsibilities

The Mayor shall be the Chair of the CAO Recruitment and Evaluation Committee.

A Vice-Chair shall be appointed at the first meeting of the Committee and shall serve in this capacity for a minimum of 2 years.

The Chair's main role is to facilitate meetings.

The Committee will review and confirm at the end of the second year of each term of Council the appointment of the Vice-chair.

The Mayor shall negotiate the employment contract for the CAO and Council shall appoint the Chief Administrative Officer.

10. Meeting Frequency and Calling of Meetings

Meetings of the CAO Recruitment and Performance Evaluation Committee are called by the Mayor on an as needed basis.

Human Resources and Clerk's Office staff will provide assistance and support to the Committee, as required. The Town's Clerk's Office will provide required scheduling, meeting management and decision reporting support to the Committee.

11. Qualifications

Member of Council